

# Your Complete Charter Business Services Partner



Stay student focused –  
we cover the rest.

When you first envisioned your charter school, you focused on the students and how you could make positive changes in their education. Paperwork and business services were likely the last things on your mind.

However, not paying sufficient attention to these details can lead to big problems and quickly erode your relationship with your authorizer. Your authorizer takes their oversight role very seriously, and your compliance requirements continue to increase. You can no longer afford to learn the administrative details as you go and the importance of a rock-solid business services partner is more important than ever.

## 100% Employee owned 100% committed to your success!

DMS began as an ESOP in 2011 creating an employee benefit directly linked to our clients' success. We became 100% employee-owned in 2017 – ensuring we're a company where all employees think and act like owners, allowing us to collaborate, be flexible in solutions, and help both DMS and our clients succeed.



## DMS Core Values

### Problem-Solving

Overcome obstacles and navigate difficulties together by being anticipatory, adaptive, and proactive.

### Collaboration

Together everyone achieves more.

### Accuracy

Look for efficiencies to improve processes and ensure correctness.

### Trust

Years to build, a moment to break, a lifetime to repair.

# Scope of Services

Our trained support professionals offer a complete range of back-office services designed to smoothly and efficiently meet your school's business services needs.



## Payroll, Retirement & HR Support

### STRS/PERS Retirement Reporting

All payroll functions performed in-house including tax & benefit deductions/contributions, with integrated STRS/PERS reporting across all counties. Also coordinating new hire paperwork, DOJ account set-up, annual employment agreement creation, and processing of leave & termination documents.

### Benefits Support

Researching and recommending healthcare and retirement benefit plans (matching or exceeding existing plan benefits), supporting your school's participation in all health and supplemental retirement plans, including 401(a), 403(b), 457, HSA, Section 125 and related programs.



## Purchasing & Procurement

### Purchasing

Coordinating purchasing of all materials, developing efficient purchasing process with school staff using web-based purchasing program. Working closely with large vendors to meet high volume purchasing.

### Cal-Card Setup

Integrated interest-free credit card account for authorized staff purchases.

### Asset Inventory Management

Compiling and maintaining complete fixed asset register.



## Compliance & Reporting

### Federal, State, CALPADS and ADA Reporting

Assisting with Consolidated Application (CARS), PCSGP, Facility Grant, Special Education, ESSA (Title I-IV), and other categorical reporting. All required 20-day, P-1, P-2, CALPADS and Annual Reports (from attendance data provided by school).

### LCFF/LCAP Support

Assistance with drafting, calculations, projections, and annual expenditure tracking.



## Fiscal Services

### Accounting

All accounting and bookkeeping functions using enterprise-class SACS-based school accounting software with monthly reporting to Board of year-to-date budget vs. actual, trends, and projections.

### Budgeting

Oversight and advisory role during initial and ongoing budgeting process, assisting staff and Board with recommendations where requested, submitting all current budgets as well as petition budgets for charter petition and/or expansion.

### Accounts Payable/Receivable

Timely processing of all invoices, 24/7 online access to copies of all invoices, maintenance of solid vendor relationships, establishment of credit as an independent school, and coordinating with county and authorizer staff to ensure timely and accurate apportionment transfers.

### Online Access Whenever You Need It

Monitor key financial information via our secure online portal containing: Accounting/General Ledger Data, Purchasing Data, Invoice Copies, Archived Documents and Budgets.





# Service Excellence

Customer satisfaction for you and your board is extremely important to us. Take a look at what our clients have to say about what you can expect from our dedicated service team!

“The client teams assigned to our schools are very knowledgeable, responsive, and effective in supporting our needs. I greatly appreciate knowing these services are available to us with a provider who cares greatly about their clients and their own employees. It has always been a pleasure working with DMS!”

– Todd Heller, Director, Antioch Charter Academy, Client since 2008

“I have never been more pleased with any product I have purchased either professionally or personally. DMS has delivered everything it promised and much, much more. Frankly, if we had not found DMS, our school would not exist now. The service is prompt, courteous, and expert.”

– James Ferreira, Principal/Superintendent, Yuba City Charter School; Client since 2012

“DMS stands apart for its expertise in charter school office business services. With their consistent presence at charter school conferences and California Department of Education meetings, I am secure knowing they are up-to-the-minute on ever-changing legislation pertaining to charter schools.”

– Terri Schiavone, Executive Director, Golden Valley Charter Schools; Client since 2012

“DMS has done more for us in 3 weeks than our former business service provider did in 3 years.”

– Dr. Troy David Dockery Sr., President, DLSS Charter School; Client since 2011

“The service from DMS has been exemplary and on a professional, knowledgeable, yet friendly level that far exceeds our school’s expectations. Nothing ever seems to be too much trouble to DMS and its staff, and I am made to feel unique, never feeling that I am just one of many clients.”

– Debi Gooding, Executive Director, The Learning Choice Academy; Client since 2004

“As an independent charter school, we found the services provided by DMS to be a crucial part of our ability to successfully navigate the financial waters of California school finance.”

– Denise Patton, Ed.D, Executive Director, San Jose Charter Academy; Client since 2011



## The DMS Difference

- ✓ **California Charter Specialists**  
Founded and managed by specialists with over six decades of combined experience in educational finance, banking, law, and business operations.
- ✓ **24/7 Online Access to Finances**  
Monitor key financial information online via our secure client portal.
- ✓ **Dedicated Support Teams**  
Our teams are assigned to serve specific schools, so you always work with the same dedicated professionals.
- ✓ **Stay Student-Focused – We Cover the Rest!**  
We provide adaptable, in-depth charter school business services.
- ✓ **100% In-House Services**  
Completing all services in-house (including all payroll) without outsourcing any functions ensures the integrity and accuracy of our data.
- ✓ **Non-Classroom-Based Specialists**  
Extensive experience with SB740 compliance, individual student/family accounts with high volume purchasing, student per teacher based payroll, and K-12 audit guide compliance.
- ✓ **Continual Legislative Updates**  
Constant monitoring and updates of all legal and legislative changes that affect your school's finances.
- ✓ **100% Employee-Owned**  
All our employee-owners are motivated to provide you with the highest level of service. Your success is our success!

[www.charteradmin.com](http://www.charteradmin.com)

